Instructions on how to fill out the application for registration/update/cancellation in the registration and identification system EORI by third-country economic operators (PG-Z)

Terms used in the application have the following meaning:
- **Applicant** – person without a place of residence or seat in the territory of the Republic of Poland submitting the application for the registration, update or cancellation of the EORI number, or a person authorised by the Applicant to submit such an application.
- **Person submitting the application** – person submitting the application for the EORI number without holding an authorisation of the Applicant specified above.

The Application for the EORI number should be submitted to the head of the customs office in person or by post to the place where the first transaction with the EORI number requirement is conducted or planned.

The application shall be accompanied by the documents allowing verification of the data contained therein, in particular: a passport, a copy of the business register of the country in which an economic operator is established. Documents should be submitted in original or certified true copies at least by a person authorized to represent the operator in accordance with the attached documents. The authorised person, encloses the authorisation to the application.

EORI number assigned to third-country economic operators is composed of 17 characters and has the following structure: the letters "PL", 6-digit code of the registering entity, 8–digit sequential number and the letter "Z".

Using the PG-Z application form third-country economic operators may perform:

- Registration in the registration and identification system EORI

- Update in the EORI system:
    - in case of necessity to make a change or correction of data contained in a previous application;
    - if an application for registration did not contained all the data, but contained the data at least to the extent specified in the application as required;
    - submitted documents do not comply with the requirements set out above.

- Cancellation:
    - if the assigned EORI number is incorrect or inconsistent with the structure of correct EORI number;
    - if more than one EORI number has been assigned to the same economic operator.

I.   How to fill out the application
1.   Registration
Mandatory fields: in section A field 1 square 1, field 2 and 3, section B and in section C fields 55-62.
If the application for the EORI number is submitted with the first transaction involving the EORI number, at least the following fields in the application must be filled out by the:
a. Applicant - in section A fields 1-3, in subsection B.1 fields 8, 11 and 12, in subsection B.2 fields 13, 16 and 17, subsection B.3, in section C fields 52-62. Natural persons running their own business also fill out fields 14 and 15 in subsection B.2 and subsection B.4.
b. Person submitting the application - in section A fields 1-3, in subsection B.1 fields 8, 11 and 12, in subsection B.2 fields 13, 16 and 17, subsection B.3, in section D fields 64-70. Natural persons running their own business also fill out fields 14 and 15 in subsection B.2 and subsection B.4.
2.   Update
In section A, field 1 tick square 2, complete fields 2, 3 and 7, enter updated or correct data in the fields with data that have changed or need to be changed and fill out fields 56-62 in section C.
If the submitted application is intended to supplement the missing data, tick square 2 in field 1 of section A, complete fields 2, 3 and 7, section B and in section C fields 55-62.
3.   Cancellation of the EORI number
In section A, field 1 tick square 3, complete fields 2 and 7 and fill out fields 56-62 in section C.

II. How to fill out some fields:

1. If data required in section B does not refer to the applicant, these fields should be left blank.

2. In section A, field 2 give the code of the language in which the application is filled out. The following language codes are acceptable:
   - PL for Polish,
   - DE for German,
   - FR for French,
   - EN for English.

3. In subsection B, field 16 "Short name" – give the name of the business which is used (will be used) in customs documents. If the business uses a full name and does not use any abbreviation, repeat the full name as given in field 13. If the name is longer than 35 characters, give the first 35 characters of the full name.

4. In subsection B.1 field 11, subsection B.3 field 23, subsection B.4 field 32 and subsection B.5 field 41 – give the 2- digit country code of residence/establishment (use the 2-digit ISO alpha code compliant with the Commision Regulation (EU) No 1106/2012 of 27 November 2012 implementing Regulation (EC) No 471/2009 of the European Parliament and of the Council on Community statistics relating to external trade with non-member countries, as regards the update of the nomenclature of countries and territories (OJ L 328, 28.11.2012, p. 7)).

5. In subsection B.2, field 19 – give the 4-digit code of the core business in line with:
   - Polish classification of economic activities (PKD 2007) specified in regulations following the law of 29 June 1995 on public statistics (OJ of 2012 item 591, as amended), or
   - equivalent NACE classification Rev. 2 introduced by the Regulation (EC) no. 1893/2006 of the European Parliament and Council of 20 December 2006 establishing the statistical classification of economic activities NACE Revision 2 and amending Council Regulation (EEC) No 3037/90 as well as certain EC Regulations on specific statistical domains (OJ L 393 of 30 December 2006, p. 1).

6. In subsection B.2, field 18 – specify the legal form of the business run by the Applicant.